



## King County

**KCTV VIDEO SPECIALIST**  
**METROPOLITAN KING COUNTY COUNCIL**  
**Annual Salary Range \$24,489 – \$32,817**  
**Job Announcement: 04TC4328**  
**OPEN: 6/2/04 CLOSE: 6/17/04**

**WHO MAY APPLY:** This job is open to anyone who meets the position requirements.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Attention: Tracy Calderon, 516 Third Avenue, Room 1200, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Application packet available at [www.metrokc.gov/ohrm/jobs](http://www.metrokc.gov/ohrm/jobs), or contact the council hotline at (206) 296-1688 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](#), resume, letter of interest detailing your background and describing how you meet or exceed the requirements are required. A written test may be required of finalists.

**WORK LOCATION:** 516 Third Avenue, Room 1200, Seattle, WA 98104.

**WORK SCHEDULE:** King County Television is an agency of the Metropolitan King County Council. This position is solely represented by the Service Employees International Union, Local 519. The workweek is Monday through Friday, or as assigned.

**JOB SUMMARY:**

This position performs all aspects of video production for a government access television station including writing, producing, shooting, lighting, linear and non-linear editing, graphics, and audio. The Video Specialist operates cameras, switchers and graphics for live cablecasts of County Council meetings; writes and produces short video pieces on county services; shoots and edits video and audio for news conferences, forums and studio productions; programs cablecast schedules; operates and maintains television production equipment including video cameras, sound mixers, and analog and digital video editing software and equipment. This position works under the supervision of the Station Manager and the Council Director of Communications.

This position requires a person with both technical and creative talents. Specific duties include conceiving, writing and producing video pieces for cablecast, operating Betacam, miniDV and DVCAM cameras and sound mixers; non-linear video editing with Avid Xpress Pro and Adobe PhotoShop; programming events for cable transmission using a TiltRac interface; encoding and online streaming of video files; setting lights and microphones, and operating studio cameras and TelePrompters for studio productions; dubbing tapes to consumer formats for clients and viewers; and assisting in other aspects of television production. Requires a self-starting, results-oriented person who shows initiative and is able to work under broadcast deadline pressures.

**ESSENTIAL JOB DUTIES:**

- Operates television cameras, video and audio recording equipment and video and audio non-linear editing equipment.
- Operates Master Control panel, remote studio and field equipment.
- Operates character generator to write and input on-air text information.
- Plans and sets up lighting and audio.
- Performs non-linear video editing and production.
- Performs routine maintenance and troubleshooting on electronic equipment including studio, master control, and remote equipment.
- Assist employees outside of government access channel in the production of programs.
- Assists in all aspects of program preparation, programming, and playback.
- Assists in the implementation of new equipment.
- Performs work as required by supervisor.
- Work under deadline pressure in a cooperative manner with the public, elected officials and Council staff, and fellow station employees.
- Technical principles and practices of television production and station operation.
- Understand and operate complex electronic audio-visual equipment and other equipment related to television production.
- Schedule the use of audio-visual equipment for program production.
- Possess excellent written and oral communication skills and people skills.

**MINIMUM QUALIFICATIONS:**

- A degree in television production or closely-related field and a minimum of one year of experience in a professional television station or post-production house, with a preference for commercial broadcast experience and B.A. in TV production or closely-related field.
- Result-oriented person with the ability to work under pressure in a deadline-driven environment.
- Understanding of the technical principles and practices of television production.
- Ability to learn to use and maintain current and new equipment.
- Ability to work productively with clients and co-workers.
- Ability to take ideas and turn them into finished programs.
- Possess good written and verbal communication skills.

**Working Conditions/Physical Requirements:**

This employee will be required to perform moderately difficult work operating television equipment and assisting in other aspects of television production. Duties will be performed in studio as well as in interior or exterior field locations.

Equipment setup and operation, and program production require standing, bending, stooping, crouching, kneeling, reaching, pushing, pulling, handling, seeing and hearing. Must be able to lift, carry and hold equipment weighting 60 lbs. for extended periods of time.

Must be able to work in an office environment; sit for extended periods of time reviewing logs and transcripts, working on computers, switching panels and editing equipment; must coordinate visual and muscular dexterity to operate standard office equipment, computers and video equipment.

**Licensing and/or Other Requirements:**

Must possess a Washington State Drivers License or have the ability to receive one within three weeks of employment.